



City of Tempe

STRATEGIC MANAGEMENT & DIVERSITY DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	025	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Strategic Management & Diversity	<i>Salary / Hourly Minimum:</i>	\$129,388
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$173,804
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Officials and Administrators
<i>Physical:</i>	No		

REPORTING RELATIONSHIPS

Receives direction from the Deputy City Manager – Chief Financial Officer (CFO).

Exercises direct supervision over professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of management/administrative experience in a public agency in the area of strategic planning; diversity and inclusion; and/or an area related to the core functions of this position.
<i>Education:</i>	Bachelor's degree from an accredited college or university in business management, public administration or a degree related to the core functions of this position. Master's degree is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and administer the activities and operations of the Strategic Management and Diversity Office. To coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Administer, plan, and direct the activities of the Strategic Management and Diversity Office.
- Advise, consult and provide information to the Deputy City Manager - CFO regarding strategic planning and diversity related issues and policies.
- Analyze, develop and present recommendations to the City Manager, Deputy City Managers, and/or City Council as necessary.
- Provide leadership and direction with planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, federal regulations, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Advise and assist the City Manager, Deputy City Managers, department management, and employees in a variety of work-related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of a work plan for the office; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Research and review relevant City policies, practices, programs, and recommend and implement new programs, practices and services.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the office budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate computers and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- Requires working extended hours

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p>City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective February 2016